

CAI PS

A55

Canada. Dept. of Public
Printing and Stationery
Report
1961/62

Z
232
C2C
1961/62

3 1761 11648706 7

Government
Publications

Government
Publications

Canada, Department of Public Printing
and Stationery.
Report.



CAI PS
AS5

Annual Report

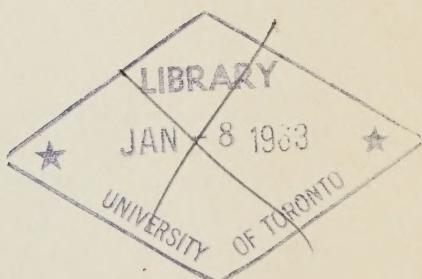
of the

Department of Public Printing and Stationery

Government
Publications

for the fiscal year

ended March 31, 1962





Digitized by the Internet Archive
in 2023 with funding from
University of Toronto

<https://archive.org/details/31761116487067>



Annual Report

of the

Department of Public Printing and Stationery

for the fiscal year

ended March 31, 1962

Roger Duhamel, F.R.S.C.
Queen's Printer and Controller of Stationery
Ottawa, 1962

Government
Publications



Price 25 cents Cat. No. SPI-1962

Available from the Queen's Printer
Ottawa, Canada

To His Excellency

Major General Georges P. Vanier, D.S.O., M.C., C.D.,
Governor General and Commander-in-Chief of Canada.

May it please your Excellency:

I have the honour to submit to your Excellency the report
of the Department of Public Printing and Stationery for the fiscal
year ended March 31, 1962.

Respectfully submitted,

G. E. HALPENNY,
*Secretary of State of Canada and
Minister in charge of the Department
of Public Printing and Stationery.*

OTTAWA, August 1962.

The Honourable G. E. Halpenny, P.C., M.P.,
Secretary of State of Canada and Minister in charge of the
Department of Public Printing and Stationery.

SIR:

I have the honour to submit the annual report of the Department of Public Printing and Stationery for the fiscal year 1961-62, in accordance with Section 36 of the Public Printing and Stationery Act, Chapter 226, R.S. 1952.

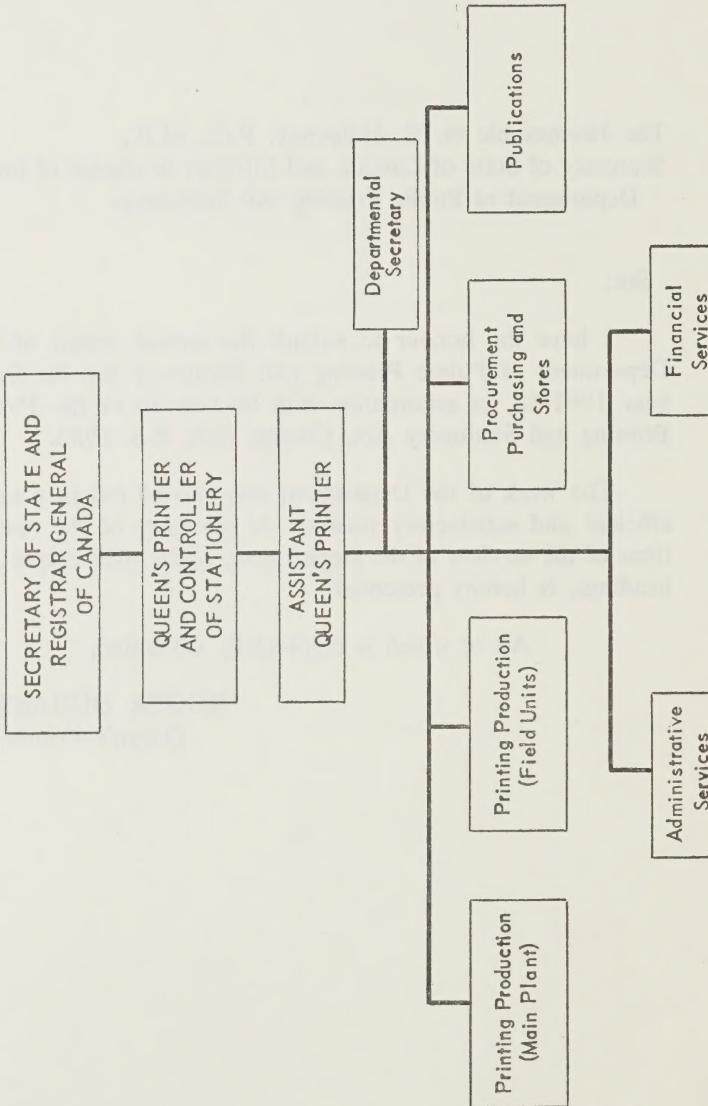
The work of the Department was carried out in a most efficient and satisfactory manner. A summary of the operations of the services of the Department, under their respective headings, is hereby presented.

All of which is respectfully submitted,

ROGER DUHAMEL
Queen's Printer.

DEPARTMENT OF PUBLIC PRINTING AND STATIONERY

DEPARTMENT OF PUBLIC PRINTING AND STATIONERY
ORGANIZATION CHART



Contents

PART I

	PAGE
INTRODUCTION.....	9
FUNCTIONS.....	9
ORGANIZATION.....	10
PRINTING PRODUCTION, MAIN PLANT.....	10
Plant Operations.....	10
Planning.....	12
Plant Studies.....	12
Plant Engineering and Maintenance.....	13
Staff Training.....	13
PRINTING PRODUCTION, FIELD UNITS.....	14
PROCUREMENT, PURCHASING AND STORES.....	14
General Purchasing Division.....	14
Stores Division.....	15
Procurement Division.....	16
Office Machine Repair Division.....	16
PUBLICATIONS BRANCH.....	16
Sale of Government Publications.....	17
Deposit and Trust Account 1961-62.....	18
Volume of Work.....	18
The Canada Gazette Office.....	19
Distribution of Statutes of Canada and Statutory Orders and Regulations.....	19
Documents Library.....	21
Sales Promotion.....	21
Government Distribution Services.....	22
ADMINISTRATIVE SERVICES.....	22
Personnel.....	22
Wages and Working Conditions.....	23
Systems.....	24
Traffic.....	24
FINANCIAL SERVICES.....	24
OTHER ACTIVITIES.....	25
Fire Prevention and Civil Defence.....	25
Suggestion Award Plan.....	25
Industrial Health.....	26

Contents—Conc.

PART II

Statistical Tables

	PAGE
<i>Printing Production—Main Plant</i>	
1. Volume of Work Processed in Main Plant.....	27
2. Comparative Printing Revenue.....	29
3. Amounts Charged to Parliament and Departments for Printing, etc.....	29
<i>Printing Production—Field Units</i>	
4. Volume of Work Processed in Printing Units.....	32
<i>Procurement, Purchasing and Stores</i>	
5. Amounts Charged against Parliament and Departments for Stationery, etc.....	33
6. Value of Office Machine Repairs for the last three years.....	34
<i>Publications Branch</i>	
7. Details of Ordinary Revenue including Publications Sales.....	36
<i>Financial Services</i>	
8. Details of Inventories.....	36
9. Details of Expenditures by Votes.....	37
10. Statement of Operations.....	40
11. Balance Sheet of the Queen's Printer's Advance.....	42

Annual Report of the Department of Public Printing and Stationery

INTRODUCTION

On June 2, 1886, the Department of Public Printing and Stationery was established by an Act of Parliament, Chapter 22.

During 1961 therefore, the Department celebrated its 75th anniversary. The anniversary year was particularly marked by a visit from Mr. Daniel Gibelin, Director of the National Printing Office from France. On October 27, 1961, Mr. Gibelin presented to the Queen's Printer a medallion, to commemorate this occasion. The medallion is now displayed in the main lobby of the National Printing Bureau in Hull.

Although the Department of Public Printing and Stationery came into being in 1886, the office of the Queen's Printer had already been established under *An Act Respecting the Office of the Queen's Printer and the Public Printing*, Chapter 7, assented to on June 22, 1869.

FUNCTIONS

The main plant and offices of the Department are located in the National Printing Bureau, Hull, P.Q.

The Department is responsible for the following duties in relation to services required for the Senate and the House of Commons and the several departments of the government, namely: (a) the execution and audit of all printing, stereotyping, electrotyping, lithography, binding, or work of the like nature, and the procuring of the material therefor; (b) the purchase and distribution of all paper and other articles of stationery of all kinds; (c) the sale of all books or publications issued by order of either or both Houses of Parliament or by any department of the government; and (d) the free distribution of all public documents to persons and institutions who are entitled, under Treasury Board authority, to receive them without payment. The Department is also responsible for the printing, publication and distribution of the *Statutes of Canada* (according to the provisions of the *Publication of Statutes Act*, R.S.C., 1952, Chapter 230) and the *Canada Gazette*, the official gazette of Canada, which is printed in two parts: Part I, which contains notices of a general character; and Part II, which contains all rules, orders, regulations and proclamations of a legislative or of an administrative character having general effect or imposing a penalty.

ORGANIZATION

The Department consists of six branches, namely: Printing Production, Main Plant; Printing Production, Field Units; Procurement, Purchasing and Stores; Publications; Administrative Services; and Financial Services. In addition, there is a Departmental Secretary who has charge of general correspondence, central registry, the reception of tenders, and relevant secretarial and executive functions.

PRINTING PRODUCTION, MAIN PLANT

The Branch made substantial gains in improved service to customers of this Department, at lowest cost. The Production Committee system proved its effectiveness in this respect and in the improvement of communications among the managers and supervisors of the various plants and divisions of the Branch. There was improvement in liaison between officers of the Production Branch and customers—this liaison is necessary to all industrial operations but even more so to the printing industry.

The revenue for the Branch was \$50,271 higher than the preceding year, while the value of work requested through Commercial Printing increased by an amount of \$337,636 or 5.9%.

Overall decrease in personnel for the Branch was approximately 10%, as compared with the preceding year; and overtime, which varies with the urgency of customers' demands, the times and frequency of the sittings of Parliament, and the efficiency of our operations, decreased by 25%. This decrease in personnel and overtime requirements relative to the decrease in sales of the Branch reflects improvement in overall operations and the co-operation of customers and other branches in our endeavours.

The efforts of the customer departments Editorial Sections with those of our Branch affected this year general improvement in the speed of processing in delivery of printed jobs; but particularly in some of the major jobs, such as the Official Reports of the Debates and other volumes in both languages, for both Houses of Parliament, the Statutes, the Canada Handbook, the Reports of the Superintendent of Insurance for Canada, and others.

A shift from 4:00 p.m. to 12:00 midnight began on January 18, 1962. This shift has improved service to customers on urgent jobs, decreased overtime hours, and expedited parliamentary work.

Plant Operations

The number of days which the House of Commons sat during this fiscal year was 147, compared with 168 days for the fiscal year 1960-1961.

The extended hours of the House of Commons began on May 1 and continued until July 13.

During the last quarter of the fiscal year, a change in the method of producing patents demanded retraining and redistribution of employees in the Varitype and Linotype Sections. This year, 20,731 patents were produced for an amount of \$677,546. Although this technological change requires the production of a greater number of pages, the cost of production of patents will be considerably decreased. The following schedule compares the production of patents for the two fiscal years:

	<u>1961-62</u>	<u>1960-61</u>
1. Number of patents.....	20,731	22,660
2. (a) Number of pages set by linotype	28,125 26%	28,500 33%
(b) Number of pages set by varitype	49,548 46%	58,550 67%
(c) Number of pages by micro-film or xerography	30,844 28%	— —
	<hr/> <hr/> 108,517	<hr/> <hr/> 87,050

The following table shows the volume of production of parliamentary papers for this year:

	Number of pages	
	<u>1961-62</u>	<u>1960-61</u>
Daily Work (includes Hansard for the House of Commons and Senate, Votes and Proceedings House of Commons, Minutes of the Senate Orders of the Day, all in both languages).....	29,580	30,685
Committee	16,295	19,992
Bills	10,590	10,805
	<hr/> <hr/> 56,465	<hr/> <hr/> 61,482

The number of offset impressions and the number of plates made this year decreased by 9.2% (from 124.5MM in 1960-61 to 112.9MM in 1961-62) and 14.8% (from 27.6M in 1960-61 to 23.5M in 1961-62) respectively. This decrease is accounted for by the retirement of obsolete production equipment without replacement.

The total letterpress impressions, excluding the Miller-Lauffer, decreased by 10.8% (from 81.0MM in 1960-61 to 70.7MM in 1961-62) and the ems produced by 6.5% (from 554.8MM in 1960-61 to 519.0MM in 1961-62). Both decreases are due to fewer personnel in these areas and the retirement of obsolete equipment.

As the effects of our efforts in improvement such as the work study programme, improved layout, improved equipment, training of personnel

are felt in these areas and other areas of production, these decreases will be largely nullified.

Planning

The planning group is pursuing two important courses for its contribution to the general improvement programme, in addition to its operating functions of job planning and job estimating.

One is the development of liaison officers so that communications with and representation on the customer departments' editorial and printing committees is achieved. The principal benefits derived from the liaison is advice on printing and improved service to the customer, through the preparatory stages of the printing job before the receipt of the requisition.

The other is the examination by the "Methods Committee", established last year, of the method of production of printing jobs. The yield in improvements from this Committee has increased this year and its continued success is reflected in the expressions of our customers.

The Planning Division processed 20,578 requisitions this year for work in the Main Plant and Commercial Printing, compared with 15,805 for last year, an increase of 30%.

The Art and Illustration Section is gradually establishing itself as one which is producing more creative work with each year and comments on its designs are most favourable.

The Forms Section is maintaining its usual high standard in advising customers on procedures and their relationship to forms design and in assisting the Civil Service Commission in the training of Forms Control Officers.

Plant Studies

The Methods and Standards Section of Plant Studies has made steady progress in the past year, having extended the coverage of work standards to include the offset stripping and layout and plate-making operations. In addition, the envelope forming operations have been similarly covered. A saving of \$27,467 has been realized as a result of the improved efficiency.

In order to extend plant wide coverage of work standards as quickly as possible, it was decided this year to expand the methods and standards staff temporarily. To this end, a number of our journeymen trades personnel were chosen and given Work Study training. With the expanded staff, it is proposed to carry out work studies in the Composition and Letterpress Divisions.

The Project Section of Plan Studies, in changing the method of composition of a monthly publication from hot metal to the cold-type process, has estimated a further savings of \$11,500.

Perhaps the most important work of the Project Section this year has been in effecting the changeover in the method of printing patents. In the past, the composition of patents was accomplished partially by linotype and partially by varitype. The new method of composition calls for facsimile reproduction of the original typescript through the combined use of micro-film and xerography.

Plant Engineering and Maintenance

Direct labour savings in production resulting from the increase in the mechanization and automation of industry are partially offset by the corresponding increase in the direct labour charges for engineering and maintenance required to service productive machinery.

The management of the Engineering and Maintenance Division has been able to control this trend with the following results.

The two Production Branches of the Department have increased the total impressions this year by 6.6%, while the overall cost of the engineering and maintenance services for these productive operations has decreased by .67%.

Since 1955, departmental printing costs have increased 83.5% and productivity has increased 131%. Engineering and maintenance costs during this period have decreased 36.9% per \$100 of printing production and decreased 45.6% per 1,000 impressions produced. Actual costs since 1955 have increased by 26% while the maintenance cost index has increased 26.8%. In terms of 1955 dollars, expenditures for these services have decreased 0.8%.

Staff Training

Under the apprenticeship programme, intensive on-the-job training covering various aspects of the printing trades was given to trainees from Composition, Letterpress, Bindery, Proofroom, Offset and Maintenance. The progress was reviewed by examining boards composed of management officers and trade representatives, resulting in the promotion of trainees to journeyman status and recommendation for higher pay.

For the benefit of employees, courses were given in Work Measurement Techniques, Planning and Estimating, and First Aid.

Certain departmental officers benefited from external training facilities, by attending seminars or conferences in various cities.

The Staff Training Division was guest to different groups of visitors totalling 500 persons.

PRINTING PRODUCTION, FIELD UNITS

Sales increased from \$3,122,000 to \$3,464,000, showing an increase of 11%. This sales increase, however, does not represent an increase in the unit cost of printing to departments.

Press impressions increased from 565 millions to 635 millions. In addition, the number of plates made or received increased from 1,829,387 to 2,024,791. A breakdown by unit and location, in so far as production figures are concerned, appears in Table 4.

This Branch is now experimenting with a punched card set that might replace the printing requisition form. It is hoped that, if this application is successful, important savings and other benefits will result.

There has been a slight increase in the value of commercial printing contracts which are administered through the Outside Printing Units. The volume of commercial printing processed in 1960-61 was \$61,000 compared with \$82,000 for 1961-62.

Printing Units continued to sell to departments supplies used in connection with printing operations. Sales in this area amounted to \$338,000 as compared to \$330,000 last year.

While the service to customer departments has increased by 12% during 1961-62, the unit cost of the printed product was not increased despite increases in the cost of labour and materials.

PROCUREMENT, PURCHASING AND STORES

General Purchasing Division

This Division purchased, during 1961-62, standard items amounting to \$20,128,378 as compared to \$19,511,744 for 1960-61. These consisted of paper, envelopes, office equipment, plant equipment, plant supplies, printing and stationery.

This Division also handled 34,280 requisitions and issued 38,066 purchase orders.

The Division continued, in 1961-62, in its efforts to consolidate requisitions for the various government departments and agencies. For example, the Paper and Envelope Section effected a saving of \$7,521 as a result of obtaining a better price by combining requisitions for certain items, after canvassing departments and agencies for their possible requirements.

The Product Research Office continued to develop specifications and standards. Efforts were particularly directed towards producing specifications as clear and as practical as possible, for provision of the widest opportunity for better competition. In the area of evaluation of tenders, 174

analyses and reports were prepared during the year. This Section, through its recommendations effected an average monthly saving of \$9,959. This office also undertook investigations as a result of complaints on product performance; it also made miscellaneous surveys and tests in co-operation with various departments and the Department of Public Works testing laboratories, together with spot checks and tender sampling again in association with D.P.W. testing laboratories, the Department of National Defence and the Plant Studies Division of our own Production Branch.

Stores Division

During the past fiscal year, the number of stores inventories remained constant at fifty-two. These inventories of materials located in various locations, from coast to coast, are maintained under control of a revolving fund to facilitate the operations of this Department and to provide service to customer departments.

During this period, sales of issues through the Stores system amounted to \$8,221,184, while year end inventory balances were valued at \$1,960,422. In addition to the above, materials in excess of \$600,000 charged directly to Work-in-Process were physically controlled by our Stores system and facilities.

Salvageable offcuts of printing paper stock amounted to \$2,179 during the year and similar controls have been prepared for this purpose in other area Stores.

In order to reduce the necessity of large storage requirements in Outside Sub-Stores, a system of "Urgent" demands and service has been developed to supply these Production Units with materials; this facility was used on 1,493 different occasions during the past year.

During the year, surveys were conducted throughout the entire Stores system in an endeavour to detect dormant stocks and, after transfer of materials for utilization, applications for write-off were approved by the Departmental Board of Survey and Treasury Board, in the amount of \$37,535 of obsolete, time expired and materials surplus to departmental requirements.

To facilitate operations due to locations and, at the request of management, the Stores Division took over from the Traffic Division, the function of all Bulk Storage receiving. From the time of takeover, September 1, 1961 to March 30, 1962, 2,540 incoming shipments were received comprising 5,899 tons of Stores materials.

In co-operation with the Dominion Fire Commissioner's office, the Flammable Liquid Storage was completely modified to meet the Department of Public Works' Fire Prevention Branch specifications.

Procurement Division

A general increase was noted in the volume of work processed through the Division during the year.

Stationery requisitions received from customer departments showed an increase of 491 over the previous year, with a corresponding increase in the value of sales of \$242,000.

The direct shipment of 686 items, valued at \$566,000 was effected, bringing the total sales of Catalogue items of Stationery to \$3,404,000. The monthly average value of the inventory was reduced from \$646,388 to \$591,252 during the past year, with a stock turnover of 4.8. The average value of the inventory has been reduced 21.5% during the past two years.

An increase of 12,500 line postings was noted in the issuance of printing material from Printing Stores and the Sub-Stores of the Outside Printing Production Units. This increase was largely due to greater activity in the thirty Sub-Stores under ledger control.

Office Machine Repair Division

The cost of repairs increased both in value and volume. There was an increase of 4,369 invoices over the previous year at an additional cost of \$56,255, covering repair work carried out by commercial firms. It will be noted that, in last year's report, an increase of \$56,000 was forecasted.

The gross savings obtained by this Division was \$344,375 for 1961-62, as compared to \$331,557 for last year. There has been a general increase in the number of repair calls, overhauls and miscellaneous authorizations together with the number of repairs effected at the shop. There was a slight increase in the number of surplus equipment items supplied to the various departments.

PUBLICATIONS BRANCH

The Department of Public Printing and Stationery is, by law, both a printing and a publishing establishment. The Queen's Printer is the official publisher of the Government of Canada. He publishes Parliamentary and Government publications in pursuance of Parliamentary order or Government policy.

These documents provide the citizens with a record of the activities of the Parliament and of the Government of Canada and their contents report, and describe the work of the numerous bodies which constitute the machinery through which the legislative, judicial and executive functions are performed.

Under the direction of the Queen's Printer, the Publications Branch is entirely a central publishing agency for the Government and is responsible for:—

1. The study, formulation and recommendation of publishing policies for all official publications which, as a rule, bear the imprint of the Queen's Printer.
2. The editing and publishing of the *Statutes of Canada*, of the *Canada Gazette* and of other publications of which the editing is entrusted to the Queen's Printer.
3. The centralized bibliographical control of all Government publications through the maintenance of an adequate classification system and the issuance of a daily checklist, monthly and annual catalogues, bibliographies and the basic manual entitled *Organization of the Government of Canada*.
4. The sale of Government publications and of publications of international organizations of which Canada is a member.
5. The systematic distribution of Government publications or official documents to public libraries and other recognized depositories and to persons and institutions, in Canada or in other countries, who are entitled to receive them free of charge.
6. The maintenance of a reference library of all Government publications, and of a Central Information Service.
7. The maintenance of a modern distribution and mailing service for other departments and agencies of the Government, including the upkeep of mailing lists.

All these functions are provided by law and Treasury Board regulations. They are of such a type that the Publications Branch has no possible control over the increasing volume of service to be rendered, not only to the Parliament and government departments and agencies, but mainly to the general public, who wants to keep in touch with the government, and to institutions and persons with specific business, professional or academic interests in official documents.

Sale of Government Publications

Net total proceeds from the sale of official publications and advertising in the *Canada Gazette* amounted to \$1,312,710 (\$1,140,092) deposited in the Consolidated Revenue Fund, a 13½% increase of \$172,618 over 1960-61. Previous year's statistics are shown in brackets.

Receipts from subscriptions to and from paid notices inserted in the *Canada Gazette*, Part I, increased from \$119,713 to \$124,960.

Total receipts from 169,482 (15,047 new) subscriptions to Government periodicals show an increase of \$46,795 from \$239,529 in 1960-61 to \$286,324 in 1961-62.

Deposit and Trust Account 1961-62

	<i>Credit Balance</i> <i>March 31, 1961</i>	<i>Net</i> <i>Decrease</i>	<i>Credit Balance</i> <i>March 31, 1962</i>
Deposits for publications	\$80,627	\$7,365	\$73,262

There was practically no change in the number of deposit account holders due to the fact that many inactive accounts were closed during the fiscal year, which offsets the newly-established accounts.

The number of postings to accounts has increased from 28,470 in 1960-61 to 30,646 in 1961-62, or roughly 7.6%.

The total sales of deposit accounts for 1961-62 are \$196,989, an average of \$6.42 per order.

<i>Bookshops</i>	<i>1961-62</i>	<i>1960-61</i>
Ottawa	\$ 61,005	\$ 51,075
Toronto (opened April 4, 1961)	86,601	Nil
TOTAL	\$147,606	\$ 51,075

A third bookshop, located on St-Catherine Street, Montreal, was opened on March 29, 1962.

<i>National Gallery Publications</i>	<i>1961-62</i>	<i>1960-61</i>
TOTAL	\$ 76,623	\$ 17,005
<i>International Organizations Publications</i>	<i>1961-62</i>	<i>1960-61</i>
TOTAL	\$103,809	\$ 55,132

Volume of Work

The number of cash orders received increased from 192,607 to 198,592 in 1961-62.

Orders placed by federal and provincial government departments amounted to 11,847, which required the preparation and despatch of 12,250 invoices. In addition, approximately 4,200 holders of deposit accounts made 30,646 individual purchases during 1961-62.

On a grand total of 241,085 sales orders received, of which 1,058 orders were sent C.O.D., order adjustments resulted in the issue of 641 credit notes and 8,483 refunds of remittances.

An additional 39,820 requests were processed for persons and institutions entitled on request to receive publications free of charge through the medium of the Daily Checklists.

As a result of rapid exhaustion of certain books for which reprints were required, 92,807 copies were back-ordered for mailing, as soon as the titles became available.

Although most orders received were through the customer's use of our printed blanks, the typing of 90,300 labels was necessary in the processing of the remainder.

Approximately 78,000 letters enquiring about the availability, price, etc., and requesting miscellaneous particulars concerning Canadian Government and UNESCO publications and involving research work, were answered by form letter and/or footnote.

Nearly 40,000 form and guide letters were mailed in answer to other enquiries, i.e. insufficient remittance sent by customers, transfers to other government departments, subscription receipts, *Canada Gazette* invoices and letters regarding notices, and letters to customers concerning back orders.

It is also interesting to note that there has been a marked increase in requests from foreign countries for information about Canadian Government publications. Almost 4,800 such letters were answered during the 1961-62 fiscal year.

Over 3,500 letters were drafted and/or dictated in answer to correspondence requiring a personal reply.

The *Canada Gazette* Office

During the calendar year 1961, 30,661 notices were published in the 52 regular issues of the *Canada Gazette*, Part I. Of these, 11,336 have been paid for by outside advertisers at the rate of 30 cents per agate line (at their first insertion). The balance, 19,325 represents non-chargeable departmental notices and account for approximately 68% of the total number of pages printed during the year, i.e. 5,313 (including all supplements, extra issues and the annual index).

The above notices called for 8,725 acknowledgment letters stating complete publishing particulars, as well as approximately 150 special letters to legal firms, public utilities and railway companies, etc., located in Canada, the United States and even Great Britain.

The total number of pages printed in English during the year amounted to 2,497. The French counterpart had 1,969 pages, plus five additional pages, also to each issue for indices and table of contents, plus quarterly cumulative indices of 125 pages, for a grand total of 2,569 pages.

Distribution of Statutes of Canada and Statutory Orders and Regulations

The free distribution of the Revised and Annual *Statutes of Canada* is regulated by the publication of *Statutes Act*, Ch. 230, R.S.C. 1952.

Regulations governing the free distribution to authorized categories are contained in Order-in-Council P.C. 1953-609 dated April 27, 1953, as amended by P.C. 1953-1661 dated October 28, 1953, which also provides that the recipients may automatically receive a similar number of semi-monthly editions of *Canada Gazette*, Part II, printed in the same language.

Distribution is made on written request only. In the case of provincial judiciary or officials, service is furnished on application by the Attorney General or Provincial Secretary; copies are sent to Federal departments' officials when personally recommended by the Deputy Minister of the Department concerned.

The authorized free distribution of the Annual *Statutes of Canada* for 1960-61 was made as follows:

	<u>English</u>	<u>French</u>
Office of the Governor General of Canada (bound in half-calf)	1	—
Office of the Speaker of the House of Commons	1	—
Office of the Speaker of the Senate.....	1	1
Office of each member of the Government of Canada	26	35
Office of the Leader of the Opposition	1	—
Members of the House of Commons and Members of the Senate.....	304	159
Members of Provincial Governments and elected members of the Yukon and North- west Territorial Councils	113	20
Officials of Provincial Governments and of the Yukon and Northwest Territorial Councils..	574	228
Members of the Judiciary of Canada.....	814	201
Officials of the Senate, of the House of Commons and of the various departments of the Government of Canada.....	339	66
Library of Parliament and the National Library	9	7
Provincial legislative, university, law faculty college and public libraries in Canada.....	273	110
Canadian Embassies and Consular posts, Canadian Trade Commissioners, United Nations, Members of and officers of the government of countries other than Canada, universities and other institutions therein, if in the opinion of the Queen's Printer it is in the public interest.....	160	24
	2,616	851

(Special requests and replacement copies—42).

At the end of the year, 1,345 English and 520 French subscriptions to *Canada Gazette*, Part II were being sent free of charge to those officials listed above, entitled to and who requested such complimentary service.

Documents Library

As in the past, the library continued to classify and catalogue the official publications emanating from the Parliament, government departments and other federal agencies. The daily checklist, monthly catalogues and annual cumulative catalogue published in the library constitute a complete bibliography of federal publications printed by this Department, as well as furnishing a list of international documents of certain international organizations for whom the Queen's Printer is the national agent.

In co-operation with the Dominion Bureau of Statistics, the library staff has prepared for printing the January 1962 Supplement to the 1960 edition of current publications of the Dominion Bureau of Statistics and List No. 1, March 1962, of the publications of the 1961 Census of Canada.

Also, in collaboration with the Department of Mines and Technical Surveys, the library has prepared a revised edition of Sectional Catalogue No. 12 (Mines Branch Division) and supplements. The work is scheduled to be published in early fall, 1962.

The library staff has also prepared Statutes of Canada, Price List, 4th edition 1961, and a revised bilingual edition in loose-leaf form of the classification system adopted by the Queen's Printer, as per the recommended standards by UNESCO in *Study of Current Bibliographies of National Official Publications* published in 1958. These two publications are scheduled to be released soon.

By form letters, annotations or direct reply, the Reference Service of the library answered 27,710 written enquiries, and the professional librarians, 6,123 reference questions. Thus, the average number of requests exceeded 135 per working day and, on some occasions, more than 200.

The library contains federal publications only. There are approximately 13,000 volumes and more than 32,000 pamphlets and brochures. Its reference facilities are open to the public during working hours.

Sales Promotion

Publications of topical or general interest offered for sale by the Department were advertised in Selected Titles Bulletins, and separate direct mail order leaflets issued in bilingual form or according to the language of the publications on sale. The increase in revenues derived from this active programme attests to the popularity of the Government of Canada and International Organizations publications, and is reflected in the increased volume of orders received and processed by the Publications Branch. Numerous features on the National Printing Bureau and on Government publications were published in newspapers or broadcasted over the CBC and other radio and television networks.

Government Distribution Services

The Distribution Services Division again played a prominent role in the increasingly active year 1961-62, by providing greater regular and other types of repetitive despatch services for customers and on behalf of other requesting government departments and agencies.

The steady increase in the Branch's distribution activities had a notable effect on the mounting volume of mail despatched through this unit.

Primarily set up for mailing publications from this Branch, it also assumed full responsibility for the Department's outgoing mail.

The unit has again materially assisted the Post Office Department because it takes care of primary sortings, thus freeing the latter from this task, since the filled bags (averaging 50 lbs) are loaded directly on the mail trains.

The mounting volume processed through the departmental Post Office is indicated by reason of the fact that 70,244 mail bags were forwarded to the Post Office Department in 1961-62, as compared with 57,118 in 1960-61 (an increase of 13,126 bags over the preceding year); 53,764 in 1959-60; 46,539 in 1958-59; 40,041 in 1957-58; 36,994 in 1956-57; 30,167 in 1955-56; and 26,255 in 1954-55.

The following figures show the volume of mail despatched through the Publications Branch Base Post Office:—

	<i>No. of Pieces</i>
Registered Mail.....	2,792
Air Mail.....	4,896
Special Delivery.....	211
C.O.D.	1,058
Parcel Post.....	11,738
Foreign Countries.....	105,247
 TOTAL.....	 125,942

Bulk Mail (2nd class mail): 3,289,587 pieces

No. of envelopes metered and franked: 1,975,175

ADMINISTRATIVE SERVICES

Personnel

The total staff strength of the Department on March 31, 1962, totalled 1,737 employees as compared to 1,818 on the same date last year. These positions were allocated as follows:—

Executive	20
Administrative Services.....	88
Financial Services.....	55
Printing Production, Main Plant.....	891
Outside Printing Production.....	402
Procurement, Purchasing & Stores	175
Publications	106
 1,737	 1,737

During the past year, the operation of a printing unit with six employees was transferred from the jurisdiction of the Department to the Civil Service Commission. A major change in our Main Plant Printing Production methods occurred in the printing of patents. As a result of the change, 40 Varitype Operators were transferred to other government departments.

The 1,737 employees on strength on March 31, 1962 comprised 620 salaried employees as compared with 648 last year, and 1,117 prevailing rate employees as compared with 1,170 in 1961. The decrease in staff, therefore, consisted of 53 tradesmen and 28 salaried staff. The following is a statement of departmental staff strength over the past ten years.

1953.....	1,220	1958.....	1,670
1954.....	1,328	1959.....	1,735
1955.....	1,395	1960.....	1,744
1956.....	1,486	1961.....	1,818
1957.....	1,577	1962.....	1,737

The staff turnover during the past year involved 197 separations and 116 appointments. The figures represent the highest number of separations and the lowest number of appointments in last years.

During the year, a total of 54 competitions were conducted by the Personnel Division, in co-operation with the Civil Service Commission, an increase of 12 from the previous fiscal year.

Wages and Working Conditions

Rates of pay for the journeymen employed in the Hull-Ottawa area continued to be based on wage agreements in effect in the Montreal area. Effective February 1, 1962, the composition trades in the Hull-Ottawa area received an increase of ten cents per hour to \$2.72½, while the letterpress and bindery journeymen received an increase of ten cents per hour to \$2.60, effective March 1, 1961. The two latter increases were approved in September 1961 but were retroactive to March 1st. Similarly, an increase of sixteen cents granted to the stereotypers was retroactive to January 1, 1961.

Increases were also provided to the lithographers in accordance with the Eastern Canadian contract. The first increase of nine cents was effective January 1, 1961, and a second increase for a like amount was granted effective September 1, 1961.

Printing personnel in the Hull-Ottawa area continued to work a 37½ hour week and the maintenance trade, 38½-hour week. Hours of work in all our printing units outside the Ottawa-Hull area, who were working a 38½ or 40-hour week, were placed on a 37½-hour week without loss in take-home pay.

Systems

A survey was conducted of procedures and major changes. During the year, a new Programming Sub-Section was created and given the responsibility of converting Data Processing programmes to the computer which was installed in December 1961. Conversion of nearly all programmes has been completed and most reports and statements had been issued through the computer since early March 1962.

Traffic

During the year, the volume of shipments delivered by this section continued to increase. The total shipments during the year numbered 10,375 weighing 7,323,485 pounds, compared to 10,213 shipments, weighing 7,051,902 pounds the previous year.

Local deliveries by departmental trucks were reduced from 802,569 pieces to 736,146 pieces, this in spite of the fact that the weight of such shipments increased from 17,871,082 pounds to 18,597,300 pounds. This difference may be accounted for by more efficient scheduling of trips.

During the year, contracts for outgoing freight to Montreal and Toronto were let out on tenders, resulting in further economies for shipments to these two centres.

FINANCIAL SERVICES

The financial statements which will be found in Part II of this report have been prepared by the Financial Branch personnel and certified by the Auditor General of Canada. As in previous years, similar statements were prepared on a monthly basis and submitted to the management of the Department, although in a more comprehensive way.

The assets of the Department, as reflected under the Queen's Printer's Advance, were established at \$5,578,229. This represents a substantial reduction from the previous year in accounts receivable and inventories.

The expenditures are in excess of revenues by \$52,704, as against an excess of revenues over expenditures of \$21,629 for last year. Considering that labour costs have increased by 4.9% and that, in addition, it was necessary to absorb a provision for retroactive pay in the amount of \$15,950, and that selling rates were adjusted upward by 2.9% (Main Plant), increased efficiency almost absorbed the extra costs.

Revenues from the Main Plant, this year, are \$6,988,828 as against \$6,938,557 for last year (Revenues \$7,069,237—value of work sub-contracted \$130,680). This therefore shows an increase of \$50,271.

A study of work done by commercial contracts reflects that it has increased from \$5,640,657 (regular \$5,509,977, value of work sub-contracted \$130,680) to \$5,978,293, or a net increase of \$337,636.

Revenues for sales of stationery to other government departments represent \$2,837,799, as against \$2,595,561 for last year, or an increase of \$242,238. Since the prices have remained more or less constant for the last two years, it could be established that the increase is as a result of greater activities. It is also quite apparent that with upward sales, inventories have been pointing downward which, in itself, is an indication of higher turnover. To supplement the operations of the stationery division, the value of goods supplied directly to other government departments amounted to \$566,155. The reason this type of activity is not reflected in the operations is due to the fact that ordering departments pay direct to the supplier as the goods are not handled through our own warehouses.

It is therefore conceivable that the variance for the printing operations represents .9% of revenues and .88% of volume of production. For the overall operations, the variance to sales is .27% as against .12% for the previous year. Since this Department endeavours to operate on a non profit basis, it is felt that the overall results are quite encouraging.

OTHER ACTIVITIES

Fire Prevention and Civil Defence

A certificate of merit from the National Fire Prevention Association for outstanding activity in fire prevention climaxed the year's endeavour. Honourable Mention was awarded in the Government Division, International, with 402 facilities competing.

The Department received letters from the Dominion Fire Commissioner, commenting on the efficient manner in which the voluntary brigade handled small fires which occurred during the past year.

Employee Fire Prevention Education advanced a noticeable stride and the achievements of all services (warden, fire, first aid and police) bear noteworthy mention.

The fiscal year 1961-62 has been a fruitful one for this section in that the efforts expended have produced visual results.

Suggestion Award Plan

Our Suggestion Award Programme during the year experienced a very interesting development. Savings realized by the Department, through suggestions, totalled \$45,133. Award winners received \$1,493 in cash or in kind. Approximately 40% more suggestions were received this year compared with last year. Furthermore, the rate of participation per 100 employees increased from 5.4% to 7.8%. A *Suggestion Award News Bulletin*, published early in 1962, was favourably received by all and stimulated

interest amongst employees to an extent never shown before. In 1961-62, the Suggestion Award Office of the Department, under the direction of the Departmental Secretary, successfully broadened its activities in order to achieve greater participation. It is expected that this increase in activities will continue in 1962-63.

Industrial Health

The Departmental Nurse reports that, during 1961-62, there were 10,784 clinical contacts, there occurred 1,245 occupational injuries and 84 claims were submitted to the Workmen's Compensation authorities.

Regular plant inspections were conducted throughout the year for purposes of sanitation and accident prevention.

TABLE I

Printing Production (Main Plant)
Includes Patent Printing & D.B.S.

COMPARATIVE STATEMENT OF VOLUME OF WORK PROCESSED

<i>Description</i>	1961-62	1960-61
PLANNING		
Requisitions received for inside processing	16,626	11,850
Requisitions received for outside processing	3,952	3,955
Total	20,578	15,805
COMPOSITION		
Linotype ems set	415,834,636	447,795,971
Monotype ems set	103,092,339	106,959,066
Total	518,926,975	554,755,037
Monotype sorts cast	444,693 lbs.	530,418 lbs.
LETTERPRESS (Impressions)		
Large cylinder presses	33,000,465	38,765,556
Pony cylinder presses	12,194,820	14,134,837
Vertical presses	19,616,122	19,113,487
Platen presses	2,879,432	4,344,748
Heidelberg presses	2,985,114	4,594,133
Total	70,675,953	80,952,761
Rotary Miller-Lauffer	7,120,050	1,678,100
Total	77,796,003	82,630,861
LETTERPRESS (Embossing)		
Letterheads, envelopes, cards	4,481,033	4,373,822
Grand Total	82,277,036	87,004,683

TABLE I—Concluded

	1961-62	1960-61
OFFSET		
Plates made	23,577	27,632
Number of camera shots made	50,024	49,027
OFFSET (Impressions)		
10" x 15" presses	23,133,467	23,967,952
14" x 20" presses	5,909,457	6,206,895
	29,042,924	30,174,847
17" x 22" presses	13,449,780	14,874,042
18" x 24" presses	7,920,234	5,910,191
21" x 28" presses	11,309,831	17,852,472
22" x 34" presses	33,250,375	41,399,723
35" x 45" presses	17,932,589	14,249,781
	112,905,733	124,461,056
Total Offset (Main Plant)	112,905,733	124,461,056
Total Letterpress (Main Plant)	82,277,036	87,004,683
	195,182,769	211,465,739
Outside Units	635,394,849	565,035,683
	830,577,618	776,501,422

(Overall increase in impressions over 1960-61 is 54.1MM or 6.6%).

TABLE 2
Comparative Printing Revenue

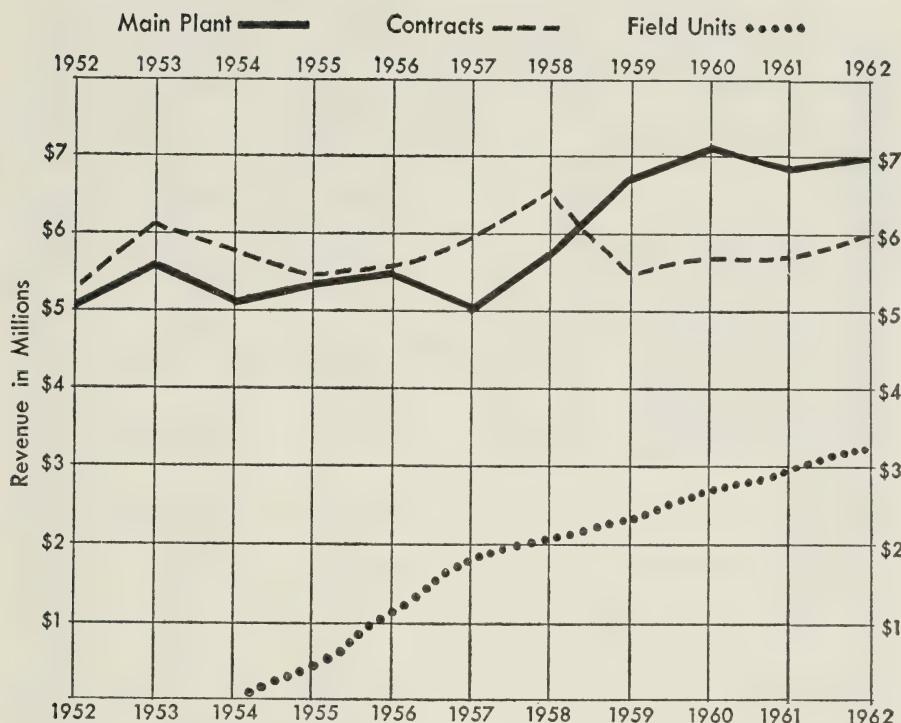


TABLE 3
Amounts Charged Against Parliament and the Departments for Printing,
Lithographing, Binding, Sundry Printing Materials and Services for the
Fiscal Year Ended March 31, 1962

Department	Printing and Sundry	Commercial Contract	Total
Agriculture	\$ 281,709	\$ 294,039	\$ 575,748
Archives—Public	26,306	9,847	36,153
Auditor General's Office	6,456	120	6,576
Canadian Broadcasting Corporation	290	—	290
Chief Electoral Officer	8,513	5,651	14,164
Citizenship and Immigration	149,907	33,115	183,022
Civil Service Commission	86,376	22,004	108,380
Defence Production	65,923	3,674	69,597
Exchequer Court	519	—	519
External Affairs	101,613	285,323	386,936
Finance	176,890	393,479	570,369
Fisheries	78,928	63,614	142,542
Forestry	9,761	1,960	11,721
Governor General's Office	3,373	926	4,299

TABLE 3—Continued

Department	Printing and Sundry	Commercial Contract	Total
House of Commons	810,534	22,617	833,151
Insurance	97,593	39	97,632
International Joint Commission	20	—	20
Justice	17,745	199	17,944
Labour	460,269	672,424	1,132,693
Library of Parliament	8,150	29	8,179
Mines and Technical Surveys	202,721	51,282	254,003
National Defence	2,924,939	1,052,013	3,976,952
National Film Board	17,275	42,420	59,695
National Gallery of Canada	7,968	10,457	18,425
National Harbours Board	6,179	776	6,955
National Health and Welfare	195,889	203,112	399,001
National Research Council	127,345	—	127,345
National Revenue	333,385	605,238	938,623
Northern Affairs and National Resources	297,156	399,663	696,819
Penitentiaries	3,941	5,939	9,880
Post Office	556,734	357,213	913,947
Privy Council	43,763	230,154	273,917
Public Printing and Stationery	1,477,137	162,170	1,639,307
Public Works	83,621	14,524	98,145
Royal Canadian Mounted Police	56,850	81,150	138,000
Secretary of State	875,638	3,437	879,075
Senate of Canada	185,869	7,979	193,848
Supreme Court	970	—	970
Trade and Commerce	668,555	275,893	944,448
Transport	292,579	168,470	461,049
Transport Commission	13,799	9,067	22,866
Veterans' Affairs	110,315	70,081	180,396
<i>Miscellaneous:</i>			
Atomic Energy Control Board	748	—	748
Atomic Energy of Canada Ltd.	4,300	—	4,300
Bank of Canada	1,753	73,208	74,961
Board of Broadcast Governors	6,665	795	7,460
British Ministry of Pensions	225	—	225
Canadian Maritime Commission	1,732	—	1,732
Canadian National Commission for Unesco	400	—	400
Canadian National Productivity Council	1,415	—	1,415
Central Mortgage and Housing Corporation	275	—	275
Committee of Inquiry into the Unemployment Insurance Act	168	—	168
Defence Construction (1951) Ltd.	12,217	447	12,664
Eldorado Mining and Refining Ltd.	356	—	356
External Aid Office	3,852	41	3,893
National Capital Commission	3,931	—	3,931
National Energy Board	5,029	214	5,243
National Parole Board	4,657	507	5,164

TABLE 3—Concluded

<i>Department</i>	<i>Printing and Sundry</i>	<i>Commercial Contract</i>	<i>Total</i>
Royal Commission on Automobile Industry	2,898	—	2,898
Royal Commission on Banking and Finance	454	—	454
Royal Commission on Canadian Government Operations	10,794	—	10,794
Royal Commission on Health Services	1,480	—	1,480
Royal Commission on Publications	10,673	31	10,704
Royal Commission on Transportation	7,412	—	7,412
St. Lawrence Seaway Authority	12,466	4,329	16,795
Sub-Total	\$10,967,403	\$5,639,670	\$16,607,073
Adjustment for Commercial Sub Contracts	(338,623)*	338,623	
Deduct Sundry Printing Materials and Services	514,859		514,859
Total Printing	\$10,113,921	\$5,978,293	\$16,092,214

*Deduct.

TABLE 4
Printing Production (Field Units)

COMPARATIVE STATEMENT OF VOLUME OF WORK PROCESSED

Unit	Plates made or received		Total Impressions	
	1961-62	1960-61	1961-62	1960-61
OTTAWA AREA				
St. Patrick Street	252,022	244,870	69,017,293	56,706,605
Confederation Building	38,872	51,643	27,393,637	28,554,557
Preston Street	51,594	38,305	60,410,715	55,685,714
Cartier Square	258,655	266,177	53,484,248	49,081,369
Mackenzie Avenue	61,202	65,173	37,959,225	43,025,748
Rockcliffe	127,333	112,367	35,756,070	30,633,827
Public Works	12,544	62,984	1,110,957	11,931,381
Citizenship Building	45,616	34,637	16,350,627	11,297,938
Albert Street	—	4,685	—	1,213,917
Jackson Building	—	20,486	—	12,137,634
Copeland Building	62,574	51,691	23,570,329	19,919,927
Wellington Street	149,180	103,014	52,740,311	35,319,593
Garland Building	85,141	—	15,638,462	—
OUTSIDE OF OTTAWA				
London	50,944	39,024	12,102,047	11,466,147
Toronto	40,576	36,489	22,940,243	22,599,147
Clinton	23,956	27,050	5,272,719	4,623,059
Camp Borden	128,789	105,207	17,779,163	13,749,652
Trenton	59,942	50,734	15,916,639	12,649,922
Cobourg	11,661	9,437	5,442,690	4,864,688
Kingston	65,308	65,623	10,281,855	8,214,019
Winnipeg	67,546	62,258	20,557,653	19,536,401
Edmonton	31,863	32,413	15,651,844	15,616,648
Vancouver	33,434	31,692	15,881,769	13,892,986
Esquimalt	56,541	45,690	10,646,257	10,564,655
Montreal	43,664	37,973	25,196,285	22,886,546
25 C.O.D.	30,496	32,579	10,231,533	8,114,715
Quebec	42,821	37,706	15,133,565	9,789,414
Halifax	164,059	143,653	34,133,898	28,392,326
Gagetown	28,458	15,827	4,794,815	2,567,148
GRAND TOTAL	2,024,791	1,829,387	635,394,849	565,035,683

TABLE 5

Amounts Charged Against Parliament and the Departments for Stationery
for the last four fiscal years

Department	1961-62	1960-61	1959-60	1958-59
Agriculture	\$ 143,928	\$ 114,166	\$ 134,990	\$ 126,821
Archives—Public	3,650	3,602	3,183	3,714
Auditor General's Office	1,730	1,456	784	865
Canadian Broadcasting Corporation	40	6	16	—
Chief Electoral Officer	308	711	1,137	264
Citizenship and Immigration	193,398	171,485	176,883	203,751
Civil Service Commission	21,854	20,340	22,665	22,605
Defence Production	25,482	25,340	36,838	38,105
Exchequer Court	343	412	317	348
External Affairs	58,309	46,579	43,717	53,793
Finance	62,368	54,763	53,758	50,721
Fisheries	26,359	29,212	26,118	26,100
Forestry	8,205	—	—	—
Governor General's Office	896	503	728	462
House of Commons	24,775	15,664	14,726	14,644
Insurance	1,136	1,009	966	789
International Joint Commission	202	259	330	404
Justice	7,692	6,590	9,131	7,211
Labour	102,735	97,185	77,432	115,295
Library of Parliament	539	638	647	522
Mines and Technical Surveys	49,288	36,296	36,120	29,647
National Defence	1,136,058	1,006,590	1,059,801	986,359
National Film Board	15,207	15,587	18,317	18,387
National Gallery of Canada	1,406	1,095	291	85
National Harbours Board	1,307	1,244	1,173	217
National Health and Welfare	58,911	52,678	45,025	59,378
National Research Council	2,637	2,486	4,205	1,763
National Revenue	154,937	138,801	150,137	154,394
Northern Affairs and National Resources	101,668	87,268	68,813	70,418
Penitentiaries	39,704	44,437	30,179	30,380
Post Office	90,797	131,710	93,162	130,942
Privy Council	11,263	9,230	7,534	3,686
Public Printing and Stationery	89,981	46,458	47,141	42,945
Public Works	48,377	51,186	58,398	55,665
Royal Canadian Mounted Police	101,734	87,135	90,071	73,870
Secretary of State	9,874	7,386	8,896	8,670
Senate of Canada	2,848	2,691	1,926	2,936
Supreme Court	1,020	1,066	783	841
Trade and Commerce	57,561	63,997	57,148	59,652
Transport	127,191	128,880	142,179	121,074
Transport Commissioners	3,488	4,020	4,273	3,417
Veterans' Affairs	97,977	84,473	117,870	114,774
<i>Miscellaneous:</i>				
Atomic Energy Control Board	236	256	276	227
Atomic Energy of Canada Limited	9	43	51	43
Bank of Canada	10,472	9,850	7,934	7,151
Board of Broadcast Governors	688	1,508	1,384	498
British Ministry of Pensions	51	28	11	24
Canadian Arsenals Limited	493	155	126	293
Canadian Commercial Corporation	9	21	3	1
Canadian Maritime Commission	523	462	451	349
Canadian National Productivity Council	436	—	—	—
Canadian Overseas Telecommunication Corporation	12	—	—	—

TABLE 5—Concluded

Department	1961-62	1960-61	1959-60	1958-59
Central Mortgage and Housing Corporation	30	5	15	—
Committee of Inquiry into the Unemployment Insurance Act	80	—	—	—
Crown Assets Disposal Corporation	5,031	6,121	6,689	4,109
Defence Construction (1951) Limited	5,353	4,784	695	7
External Aid Office	3,202	—	—	—
National Capital Commission	65	59	54	26
National Energy Board	2,090	952	2,927	—
National Parole Board	4,805	3,026	352	—
Northern Canada Power Commission	2,307	1,467	1,335	746
Royal Commission on the Automotive Industry	—	322	—	—
Royal Commission on Banking and Finance	1,110	—	—	—
Royal Commission on Canadian Government Operations	5,569	5,004	—	—
Royal Commission on Coal	—	6	837	—
Royal Commission on Energy	—	847	135	796
Royal Commission Great Slave Lake Railway	—	—	79	—
Royal Commission on Health Services	454	—	—	—
Royal Commission Price Spread of Food Products	—	—	616	739
Royal Commission on Publications	147	650	—	—
Royal Commission on Transportation	530	516	121	—
St. Lawrence Seaway Authority	5,020	6,561	13,959	5,835
United Kingdom Air Liaison Mission	—	—	—	—
United Kingdom Payments Office	6	7	—	—
United Kingdom Service Liaison Staff Air	—	—	2	1
Total	\$2,935,911	\$2,637,284	\$2,685,860	\$2,656,759

TABLE 6

Value of Office Machine Repairs for Parliament and the Departments for the Last Three Fiscal Years

Department	1961-62	1960-61	1959-60
Agriculture	\$ 22,060	\$ 21,609	\$ 18,536
Archives—Public	1,237	1,543	833
Auditor General's Office	226	152	84
Air Transport Board	189	274	80
Board of Broadcast Governors	143	106	35
Board of Grain Commissioners	1,331	1,062	672
Chief Electoral Officer	28	6	3
Citizenship and Immigration	18,253	20,678	17,327
Citizenship and Immigration—Indian Affairs	1,745	1,698	—
Civil Service Commission	6,921	4,832	4,496
Comptroller of Treasury	45,477	37,348	43,577
Defence Production	13,322	12,993	11,028
Defence Research Board	6,745	6,322	8,130
Dominion Bureau of Statistics	17,720	13,292	13,441
Dominion Coal Board	76	96	116
Exchequer Court of Canada	189	85	194
External Affairs	4,941	5,459	5,618

TABLE 6—Concluded

Department	1961-62	1960-61	1959-60
Farm Credit Corp.	3	138	181
Finance	2,350	3,113	3,777
Fisheries	5,730	4,973	5,530
Forestry	1,926	—	—
Governor General's Office	54	102	73
House of Commons	2,114	2,265	3,488
Insurance	630	606	833
International Joint Commission	35	23	72
Justice	3,561	3,659	3,995
Justice Penitentiaries	4,802	2,881	3,034
Labour	5,421	4,844	4,975
Library of Parliament	382	168	159
Mines and Technical Surveys	8,651	5,963	6,425
National Defence	275,519	257,966	259,547
National Film Board	4,339	3,242	2,927
National Gallery of Canada	157	252	194
National Harbours Board	—	3	3
National Health and Welfare	14,407	12,540	12,605
National Health and Welfare (Indian Health Services)	1,802	1,341	886
National Library	—	152	154
National Research Council	—	—	3
National Revenue—Customs and Excise	22,638	18,682	21,210
National Revenue—Taxation	43,358	37,036	38,837
Northern Affairs and National Resources	9,931	8,337	8,330
Post Office	27,848	26,600	25,463
Privy Council	1,097	1,289	615
Public Printing and Stationery	15,614	16,495	12,647
Public Works	12,180	9,721	9,958
Royal Canadian Mint	435	338	239
Royal Canadian Mounted Police	27,759	21,615	21,413
Secretary of State	4,489	4,267	3,148
Senate of Canada	1,201	798	713
Supreme Court of Canada	169	253	328
Tariff Board	124	41	116
Trade and Commerce—Administration	3,679	3,680	4,071
Transport	26,538	24,284	23,613
Transport Commissioners	701	589	439
Unemployment Insurance Commission	25,065	21,094	18,873
Veterans Affairs	28,585	28,296	25,607
Veterans Land Act	1,758	1,008	1,140
<i>Miscellaneous:</i>			
Atomic Energy Control Board	11	40	—
Canadian Arsenals Limited	—	8	—
Canadian Maritime Commission	109	39	82
Commission for Royal Tour	—	—	25
External Aid Office	206	13	—
National Energy Board	251	153	—
National Parole Board	608	339	—
Royal Commission on Energy	—	—	21
Royal Commission on Government Organization	139	—	—
Royal Commission on Health Services	37	—	—
Royal Commission on Price Spread of Food Products	—	2	67
Royal Commission on Transportation	65	91	21
St. Lawrence Seaway Authority	7	—	210
Territorial Government—Yukon Territories	114	108	130
	<hr/> \$ 727,202	<hr/> \$ 657,002	<hr/> \$ 650,347
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

No Sales to other Government Departments are being recorded for Office Machine Repairs as this service is paid from appropriations.

TABLE 7
Details of Ordinary Revenue

	1961-62	1960-61
REVENUE FROM SALES OF PUBLICATIONS		
<i>Canada Gazette</i>		
Subscriptions	\$ 12,053	\$ 12,868
Advertising and Extra Copies	112,907	106,845
	<hr/> \$ 124,960	<hr/> \$ 119,713
Miscellaneous		
Parliament and Departments	\$ 113,081	\$ 115,518
Public	1,004,382	855,511
Annual Statutes	19,680	18,608
Revised Statutes	2,970	2,160
International Organizations, etc.	47,637	28,582
	<hr/> \$1,187,750	<hr/> \$1,020,379
Total Sales	<hr/> \$1,312,710	<hr/> \$1,140,092
OTHER REVENUE		
Refunds of Previous Year's Expenditure	\$ 2,526	\$ 19,093
Queen's Printer's Advance Excess of Revenue over Expenditure	<hr/> —	<hr/> 21,629
Total Revenue	<hr/> \$1,315,236	<hr/> \$1,180,814

TABLE 8
Prepaid Expenses, Deferred Charges and Inventories, as at March 31, 1962

	1961-62	1960-61
PRINTING OPERATIONS		
Printing—Work in Process	\$ 339,216	\$ 466,797
Paper Stores	361,529	396,510
Printing Material Stores	279,745	297,345
Printing Sub-Stores	361,712	361,265
Maintenance Stores	189,719	204,518
Stores Condemnation	8,174	23,835
Treasury Board Write-Off Authority	<hr/> —	<hr/> 6,017
Material Returns, Claims	<hr/> —	<hr/> 2,112
Drums and Containers	722	614
Prepaid Expenses	33,064	16,890
Deferred Charges	32,769	<hr/> —
	<hr/> \$1,606,650	<hr/> \$1,775,903

TABLE 8—Concluded

	1961-62	1960-61
STATIONERY OPERATIONS		
Main Stores	\$ 610,801	\$ 746,631
Material Returns	—	50
Consignment	48,060	31,441
	<hr/>	<hr/>
	\$ 658,861	\$ 778,122
TYPEWRITER AND OFFICE MACHINE OPERATIONS		
Parts	\$ 100,421	\$ 102,244
New Equipment	51,361	50,017
	<hr/>	<hr/>
	\$ 151,782	\$ 152,261
DEPARTMENTAL OPERATIONS		
	<hr/>	<hr/>
	\$2,417,293	\$2,706,286
	<hr/>	<hr/>

TABLE 9

Details of Expenditures by Votes

	1961-62	1960-61	1961-62 Lapsed
DEPARTMENTAL ADMINISTRATION			
Salaries and Wages	\$ 641,657	\$ 619,205	\$ 14,839
Travelling Expenses	5,524	4,796	36
Postage	151	164	4
Telephones and Telegrams	881	936	11
Publication of Departmental Reports and Other Material	1,264	1,315	836
Office Stationery, Supplies and Equipment	100,764	89,193	423
Materials and Supplies	874	1,103	21
Repairs and Upkeep of Equipment	4,062	4,911	138
Unemployment Insurance Contributions and other Personal Benefits	33	55	17
Sundries	1,655	1,243	170
	<hr/>	<hr/>	<hr/>
	\$ 756,865	\$ 722,921	\$ 16,495
<i>Less</i> —Estimated Revenue from Department of Finance for Services Rendered	6,000	6,000	—
	<hr/>	<hr/>	<hr/>
	\$ 750,865	\$ 716,921	\$ 16,495

PURCHASING, STATIONERY AND STORES

Salaries and Wages	\$ 639,157	\$ 617,078	\$ 5,400
Professional and Special Services	—	—	25
Travelling Expenses	8,246	6,871	645
Freight, Express and Cartage	125,828	125,334	3,672
Postage	5,812	5,871	1,187

TABLE 9—Continued

	1961-62	1960-61	1961-62 Lapsed
Telephones and Telegrams	4,290	4,495	10
Repairs to Office Equipment and Acquisition of Spare Parts	443,147	376,980	14,853
Office Stationery, Supplies and Equipment	20,155	12,625	1,713
Materials and Supplies	10,720	7,098	430
Repairs and Upkeep of Equipment	5,605	4,480	1,445
Municipal or Public Utility Services	916	682	84
Unemployment Insurance Contributions and other Personal Benefits	170	414	530
Sundries	133	181	367
	<u>\$ 1,264,179</u>	<u>\$ 1,162,109</u>	<u>\$ 30,361</u>

DISTRIBUTION OF OFFICIAL DOCUMENTS

Salaries and Wages	\$ 407,154	\$ 352,374	\$ 4,857
Professional and Special Services	144	—	6
Travelling Expenses	4,603	1,516	97
Freight, Express and Cartage	23,350	16,965	—
Postage	30,000	27,599	—
Telephones and Telegrams	1,404	313	22
Advertising	38,693	27,784	7
Office Stationery, Supplies and Equipment	67,430	15,046	1,005
Materials and Supplies	24,359	16,581	2,140
Sundries	209	524	40
	<u>\$ 597,346</u>	<u>\$ 458,702</u>	<u>\$ 8,174</u>

PRINTING AND BINDING OF OFFICIAL PUBLICATIONS FOR
SALES AND DISTRIBUTION TO DEPARTMENTS AND
THE PUBLIC

Printing—Queen's Printer share of the cost of publications distributed free in accordance with the official list approved by the Governor in Council	\$ 42,206	\$ 44,597	\$ 7,795
Printing etc., for sales	895,409	604,132	4,590
	<u>\$ 937,615</u>	<u>\$ 648,729</u>	<u>\$ 12,385</u>

PRINTING OF THE *Canada Gazette*

Printing	\$ 139,456	\$ 145,433	\$ 544
----------------	------------	------------	--------

PRINTING AND BINDING THE ANNUAL STATUTES

Printing and Binding	\$ 34,927	\$ 37,970	\$ 73
----------------------------	-----------	-----------	-------

PLANT EQUIPMENT AND REPLACEMENTS

Acquisition or Construction of Equipment—Main Plant	\$ 105,079	\$ 164,555	\$ 2,438
Acquisition or Construction of Equipment—Printing Units	119,752	70,771	2,308
Repairs and Upkeep	13,629	37,282	7,371
	<u>\$ 238,460</u>	<u>\$ 272,608</u>	<u>\$ 12,117</u>

TABLE 9—Concluded

	1961-62	1960-61	1961-62 Lapsed
REIMBURSEMENT OF THE QUEEN'S PRINTER'S ADVANCE ACCOUNT FOR THE VALUE OF STORES WHICH HAVE BECOME OBSOLETE, UNSERVICEABLE, LOST OR DE- stroyed	\$ 34,821	\$ 41,466	\$ —
TRANSFER IN RESPECT OF THE DISTRIBUTION OF NATIONAL GALLERY PUBLICATIONS FROM VOTE 253—ADMINIS- TRATION, ETC.	\$ 12,527	\$ 11,930	\$ 13
TOTAL	\$ 4,010,196	\$ 3,495,868	\$ 80,162

TABLE 10

Queen's Printer's Advance

Statement of Operations for the Year Ended March 31, 1962
(with comparative total figures for the year ended March 31, 1961)

	1962			1961
	Printing	Commercial Printing and Sundries	Stationery Office Equipment and Parts	Total
REVENUE:				
Main Plant		\$ 6,988,828		\$ 6,938,557
Field Units		3,125,093		2,790,864
Commercial contracts		\$ 5,978,293		5,640,657
Sundry printing materials and services		514,860		436,916
Stationery, office equipment and parts			\$ 2,935,911	2,681,147
	<u>10,113,921</u>	<u>6,493,153</u>	<u>2,935,911</u>	<u>19,542,985</u>
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>
COST OF REVENUE:				
Opening inventories				
Work in process	436,021	30,776		466,797
Stationery, office equipment and parts			930,383	930,383
Direct materials	3,138,790	6,069,874	2,787,574	11,996,238
Work sub-contracted		338,624		338,624
Direct Labour	4,295,595			4,295,595
Other factory expense	2,674,172	54,582		2,728,754
	<u>10,544,578</u>	<u>6,493,856</u>	<u>3,717,957</u>	<u>19,877,456</u>

<i>Less closing inventories:</i>				
Work in process	338,513	703	810,643	339,216
Stationery, office equipment and parts				810,643
Net cost of revenue	<u>10,206,065</u>	<u>6,493,153</u>	<u>2,907,314</u>	<u>19,606,532</u>
EXCESS OF COST OVER REVENUE	92,144	—	(28,597)	63,547
MISCELLANEOUS REVENUE, DISCOUNT EARNED	3,561	—	7,282	10,843
EXCESS OF EXPENDITURE OVER REVENUE	88,583	—	(35,879)	52,704

TABLE II
Queen's Printer's Advance
 (Established by the Public Printing and Stationery Act)
Balance Sheet as at March 31, 1962
 (with comparative figures as at March 31, 1961)

ASSETS	1962	1961	LIABILITIES	1962	1961
Accounts receivable			Accounts payable and accrued wages	\$ 255,639	\$ 351,203
Departments and agencies of the Government of Canada	\$ 3,158,186	\$ 3,225,815	Equity of the Government of Canada		
Other	2,750	—	Queen's Printer's Advance, established by Section 37 of the Public Printing and Stationery Act	\$ 5,375,294	\$ 5,559,269
Inventories, at cost			Less—Excess of expenditure over revenue for the year, per Statement of Operations		
Printing materials and supplies	1,201,601	1,292,217	Operations	52,704	(21,629)
Work in process—printing	339,216	466,797			
Stationery, office equipment and parts	810,643	930,383			
	2,351,460	2,689,397			
	33,064	16,889			
Pread paid expenses					
Deferred charges	32,769	—			
Accelerated work studies program	5,578,229	5,932,101			
	5,578,229	5,932,101			
	5,578,229	5,932,101			

NOTE: The value of services and facilities, including light, power, telephone, heating, amortization of buildings and equipment, etc., provided free of charge by other government departments and through the medium of appropriations of the Department of Public Printing and Stationery, is not reflected in the above Balance Sheet or in the attached Statement of Operations.

Approved:

*ROGER DUHAMEL,
Queen's Printer.*

Certified correct:

*GUY COURSEAU,
Superintendent, Financial Services.*

AUDITOR'S REPORT

Subject to the footnote to this Statement, I would report that in my opinion the Balance Sheet and the attached Statement of Operations present a true and fair view of the state of the affairs of the Queen's Printer's Advance as at March 31, 1962, and the results of the operations of the Advance for the year ended on that date.

*A. M. HENDERSON,
Auditor General of Canada.*

Government
Publications

Government
Publications

GK 3-4-63.

X
232
C21C2
1961/62

Canada. Dept. of Public
Printing and Stationery
Report

Government
Publications

**PLEASE DO NOT REMOVE
SLIPS FROM THIS POCKET**

Decatalogue

**UNIVERSITY OF TORONTO
LIBRARY**

